

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) For Waste Turn-In Procedures

1. PURPOSE. To establish procedures for the proper turn-in, handling, labeling, packaging, storage and disposal of hazardous, non-hazardous, and universal waste to the Hazardous Waste Storage Facility (HWSF), building 9246.

2. PROCEDURES.

a. Waste Turn-In Procedures.

(1) Fort Carson organizations are required to provide waste disposal personnel with a Fort Carson (FC) Form 44-E, What Are You Turning In (WAYTI) Sheet (encl 1) and Material Safety Data Sheet (MSDS) prior to turning in hazardous waste, including universal waste. Unknown items being turned in may require laboratory analysis to ensure proper handling. Samples of the unknown material(s) will be collected by Hazardous Waste Storage Facility (HWSF) personnel and analyzed for potential hazardous constituents.

(2) The WAYTI Sheet must be filled out completely and signed by the Environmental Protection Officer (EPO) or the individual turning in the waste. All individuals turning in waste must have received Hazardous Waste General Awareness Training.

(3) The HWSF personnel shall ensure that waste is properly segregated prior to turn-in.

(4) All waste being turned-in will be visually inspected by HWSF personnel to ensure containers are not damaged or leaking. Any markings from previously used containers must be removed. Damaged or leaking containers will be over packed.

b. Universal Waste Turn-In Procedures.

(1) Universal waste turn-ins will be received by HWSF personnel and taken to the Universal Waste Storage Facility, building 9245. The universal wastes currently being accepted at the HWSF include: fluorescent bulbs, aerosol spray cans, pesticides, and universal waste batteries (lithium dioxide, mercury, magnesium, nickel metal hydride, and nickel cadmium).

(2) Fluorescent bulbs will be collected and crushed using either of two bulb-crushing units in building 9245. The bulbs will be counted, crushed and documented on the Bulb Crusher Log Book. Full drums of crushed bulbs will be taken to the 90-day storage area and processed using the annual waste profile sheet.

(3) All aerosol spray cans will be brought to building 9245 for processing. All cans will be collected, counted and segregated prior to processing.

(a) Aerosol cans that are completely empty will be off-gassed, crushed and recycled as scrap metal.

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(b) Full or partially full cans that cannot be discharged will be collected in a 55-gallon drum. Cans will be accompanied by a WAYTI Sheet and documented in the Aerosol Can Log Book. Full drums of aerosol cans will be processed using the annual waste profile sheet and taken to the 90-day storage area.

(4) All universal waste batteries will be turned into the HWSF for proper disposal. Batteries currently being managed as universal waste include: lithium sulfur dioxide batteries, which are damaged or cannot be fully discharged, nickel cadmium, nickel metal hydride and mercury magnesium. Batteries will be collected, counted and segregated prior to disposal. All turn-ins will be accompanied by a WAYTI Sheet and documented in the Battery Log Book.

c. Petroleum Contaminated Soil (PCS)/Drysweep Turn-In Procedures. Contaminated soil and/or drysweep will be brought to the HWSF. A WAYTI Sheet must accompany each turn-in. Upon receipt of material, HWSF personnel will perform a visual inspection to ensure the turn-in is free of trash and debris. Soil or drysweep with trash or debris will not be accepted until it has been cleaned. In addition, no freestanding liquid will be visible. The material must pass the "Wet Ball Test." If the material can be picked up and formed into a ball, then the material is too wet for turn-in. A sniff test will be performed using a Photo-Ionization Device (PID). If the material fails the PID test, the material must be handled as a hazardous waste.

d. Waste Characterization and Labeling.

(1) After receipt, waste will be weighed and the weight recorded on the WAYTI Sheet. Drums will be moved using either the forklift or drum dolly.

(2) The containers will then be assigned a control number and corresponding item number. The control number and item number will be recorded and maintained in the Facility Operating Log (encl 2). An explanation of control number designation is as follows:

- (a) 2274-4000,
- (b) 2-indicating the year,
- (c) 274-the corresponding Julian date, and
- (d) 4000-sequence number.

(3) The Facility Operating Log will be completed by HWSF personnel for each different item received.

(4) The waste will be characterized/profiled by one of four methods:

- (a) Annual profile (maintained in the Annual Profile Binder at the facility),
- (b) MSDS,
- (c) Label data, or

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(d) Attached chemical analysis.

Chemical analysis for unknown materials are logged in and maintained in the Facility Sample Log (encl 3). Hazardous Waste Profile Sheets, DRMS Form 1930, will be completed by HWSF personnel.

(5) Once the waste has been characterized, a waste label will be affixed to each container. The label designation will be dependent on characterization. The Resource Conservation and Recovery Act (RCRA) hazardous waste will receive a yellow, waste shipping label, and a corresponding hazard class label (encl 4). Non-Hazardous waste will receive a blue, non-hazardous waste-shipping label. Labels must be placed next to each other on the container or package with a maximum of six inches of space between them. All containers or packages will have the following markings on them: control number, item number and weight. All markings will be applied with a permanent marking instrument.

(6) Once waste containers have been labeled properly, they will be placed in an appropriate locker in the 90-day storage area. Locker numbers identify different segregation classes and all items must be stored according to the appropriate hazard class. All items will be placed in lockers, on pallets or shelves with the attached labels facing outward, so they can be easily read. The HWSF personnel will ensure all containers are tightly sealed and secure before being placed into the lockers.

e. Disposal Turn-in Document (DTID), DD Form 1348-1A. After storage of waste, HWSF personnel will prepare the disposal turn-in document, Form DD 1348-1A (Encl 5). This document will be maintained in a database at the HWSF. The HWSF personnel will ensure copies of completed DD 1348-1A, profile sheets, and MSDSs are placed in the Defense Reutilization and Marketing Office (DRMO) turn-in folder.

f. Shipment of Waste.

(1) The HWSF personnel are responsible for ensuring all shipping packets are accurately and completely filled out. Packets can include copies of the DD 1348-1A, profile sheets, WAYTI Sheets, MSDSs and any analysis results.

(2) After shipping packets have been reviewed by HWSF personnel, a representative from the DRMO is notified to inspect items to be shipped and review associated paperwork. Shipping papers are physically placed on containers for signature by DRMO representative.

(3) After DRMO signs the shipping documents, they are responsible for putting the document package together, and placing it in the delivery order file. As a general rule, a delivery order must total at least \$3,000.00.

(4) The delivery order and line item information is faxed to HWSF personnel from DRMO. The information is used to develop Delivery Order Identification Labels that are placed on each item. The Uniform Hazardous Waste Manifest, Land Disposal Restriction, Lab Pack information and actual time and date of pick up are to be received from the transporter no later than 5 days prior to pick up.

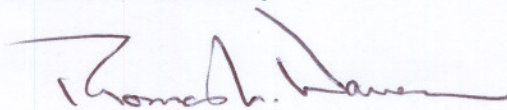
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(5) On the date of the scheduled pick up, the waste must be made accessible to the contractor. The contractor is responsible for loading all waste and cleaning any associated spills.

(6) After loading the waste, all paperwork must be reviewed and signed before waste can be transported. The HWSF personnel will receive a copy of the signed manifests and associated paperwork. Signed copies of manifests must be received from the disposal facility within 30 days of shipment date.

(7) If a signed copy of the manifest is not received back from the designated facility within 30 days, the HWSF personnel will notify the contract administrator (DRMO). The DRMO personnel are responsible for tracking the manifest until received by HWSF personnel. Uniform Hazardous Waste Manifests, Land Disposal Restrictions and associated documentation is required to be maintained at the HWSF until closure of the facility.



THOMAS L. WARREN
Director, Environmental
Compliance and Management

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DISTRIBUTION: A

WASTE TURN-IN SHEET (WAYTI Sheet)

UNIT INFORMATION

MAJOR UNIT _____ ACTIVITY _____ BLDG # _____ DODAAC _____ APC _____

ITEM INFORMATION

DESCRIPTION _____
(i.e., NOMENCLATURE, UNUSED OR SPENT, COLOR, PHYSICAL STATE, NUMBER OF LAYERS, ETC.)

NSN _____ QUANTITY _____ TYPE OF CONTAINER _____

MANUFACTURER _____ MIL-SPEC _____

ADDRESS _____ PHONE _____

REASON FOR TURN-IN _____ TRANSPORTER'S INITIALS _____

ITEM SERVICEABILITY CERTIFICATION

DOL PHARMACY PHONE 6-6013 INITIAL _____ DATE _____ SERVICEABLE/UNSERVICABLE

DOL CLASSIFICATION PHONE 6-4573 INITIAL _____ DATE _____ SERVICEABLE/UNSERVICABLE

DRMO PHONE 6-9680 INITIAL _____ DATE _____ SERVICEABLE/UNSERVICABLE

I CERTIFY THAT THE INFORMATION PERTAINING TO THE ITEM IDENTIFIED ABOVE IS ACCURATE AND COMPLETE. I ALSO UNDERSTAND THAT ALL COSTS FOR ANALYSIS, PACKAGING, AND DISPOSAL WILL BE PAID BY THE GENERATING UNIT AND MY CHAIN OF COMMAND HAS BEEN INFORMED OF THIS TURN-IN. I ALSO CERTIFY THAT I HAVE COMPLETED THE RCRA GENERAL AWARENESS TRAINING AS REQUIRED BY FEDERAL, STATE, AND ARMY REGULATIONS.

(PRINTED NAME/RANK) (SIGNATURE) (PHONE) (DATE)

DECAM PROCESSING CHECKLIST

I CERTIFY THAT I HAVE RECEIVED THE WASTE AS DESCRIBED ABOVE AND HAVE VERIFIED THE PERSON TURNING IN THE WASTE HAS COMPLETED THE RCRA GENERAL AWARENESS TRAINING.

(PRINTED NAME) (SIGNATURE) (PHONE) (DATE)

CONTROL NUMBER _____ ITEM NUMBER _____

DOT SHIPPING NAME _____

EPA WASTE CODES _____ MSDS NO. _____ PROFILE NO. _____

STORAGE LOCATION _____ CONTAINERIZATION _____

CLIN _____ COST _____ WEIGHT _____ TOTAL _____

ANALYSIS/PROFILING COST _____ SUPPLIES _____ TOTAL _____

RANDOM SAMPLING VISUAL _____ pH _____ FLASHPOINT _____

DECAM HANDLERS INITIALS _____ TOTAL DISPOSAL COST _____

OPERATING LOG
FORT CARSON, COLORADO

[illegible]

En 2

SAMPLE L SHEET

[illegible]

HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL

IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY,
OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY

GENERATOR INFORMATION:

NAME **DECAM**

ADDRESS **1638 ELWELL ST.**

TELEPHONE **(719) 526-0980**

CITY **FORT CARSON**

STATE **CO**

ZIP **80913-4356**

EPA

ID NO(S) **C02210020150**

DOCUMENT NO. **W81THB**

ACCUMULATION

START DATE

EPA

WASTE CODE (S):

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX


ITEM NO. :

WEIGHT:

INSPECTED BY:

DATE:

HANDLE WITH CARE!

PRINTED BY: MESA LABEL EXPRESS, INC.  POWAY, CA (858) 668-2820 FAX: (858) 668-2858 XF-2



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USAPA V1.00

PREVIOUS EDITION MAY BE USED

Encl 5

HAZARDOUS WASTE STORAGE FACILITY INSPECTION LOG

For the Week Of: _____

TIME/INITIALS	Monday	Tuesday	Wednesday	Thursday	Friday
STORAGE AREA					
AISLE SPACE					
INCOMPATIBLES SEGREGATED					
ACCURATE LEGIBLE LABELING					
CONTAINER SEALS					
CONTAINER CONDITION					
PALLET CONDITION					
FACILITIES					
PROPANE TANK					
DOORS					
WINDOWS					
ROOF					
FLOOR/CONTAINMENTS					
WALLS					
RAMPS					
LIGHTING					
WARNING SIGNS					
HOUSEKEEPING					
HARDSTAND					
SECURITY					
FENCE					
GATES					
WARNING SIGNS					
EMERGENCY SYSTEMS					
SHOWER/EYEWASH *					
FIRE EXTINGUISHERS *					
FIRE SUPPRESSION SYSTEM*					
TELEPHONE					
RADIOS					
BULLHORN					
WINDSOCK					
SPILL EQUIPMENT					

LEGEND: SAT= SATISFACTORY, UN= UNSATISFACTORY, NI=NOT INSPECTED, NA=NOT APPLICABLE

*INDICATES INSPECTABLE ITEMS WITH TAGS REQUIRING WEEKLY INSPECTION AND INITIALS.
REMARKS AND CORRECTIVE ACTIONS ON REVERSE SIDE.

[illegible]